

801—1.2(35,35A,35D) Commission. The commission is established and operates in accordance with Iowa Code chapter 35A as amended by 1992 Iowa Acts, chapter 1140, sections 7 to 11.

1.2(1) Office location. The commission maintains its office at the Iowa Commission of Veterans Affairs at Camp Dodge. The mailing address is: Iowa Commission of Veterans Affairs, c/o Camp Dodge, Building A6A, 7700 NW Beaver Drive, Johnston, Iowa 50131-1902. The telephone number is (515)242-5331 or 1-800-838-4692 (1-800-VET-IOWA).

1.2(2) Meetings and conduct of business.

a. Meetings. Regular meetings of the commission shall be held the first Wednesday of each quarter (January, April, July, October) at 10 a.m. Notice of the time, place, and tentative agenda of all meetings shall be posted on the bulletin board located in the office of the governor 24 hours prior to the meeting. Special meetings shall be held pursuant to call by the chairperson. Notice of time and place shall be posted in the same manner as a regular meeting.

b. A quorum shall consist of two-thirds of the membership appointed and qualified to vote.

c. A quorum is required to carry a position.

d. Copies of minutes shall be kept on file in the office of the commission.

e. In cases not covered by these rules, Robert's Rules of Order shall govern.

1.2(3) Duties. The duties of the commission are as follows:

a. Organize and annually select a chairperson, senior vice-chairperson and a junior vice-chairperson at the first meeting of each state fiscal year.

b. Adopt rules pursuant to Iowa Code chapter 17A in accordance with 801—Chapters 2, 3, and 4 and establish policy for management and operation of the commission.

c. Prescribe the duties of the executive director and other employees as deemed necessary to carry out the duties of the commission, including but not limited to those set out in rule 1.3(35,35A). Those duties not all-inclusive are training of officers in accordance with Iowa Code chapter 35B, maintenance of the war orphans educational fund, maintaining information and data concerning military service records of Iowa veterans, collecting and maintaining information concerning veterans affairs, and maintaining armed forces graves registration. The executive director shall report directly to the commission. The commission shall supervise the executive director's administration of commission policy other than those related to the Iowa Veterans Home. The executive director shall make a full and detailed report biennially regarding matters pertaining to the commission other than those related to Iowa Code section 35D.17.

d. Supervise the commandant's administration of commission policy for the operation and conduct of the Iowa Veterans Home as set out in rule 1.4(35D,35A) and 801—Chapter 10.

e. Maintain information and data concerning military service records of Iowa veterans.

f. Provide assistance to county commissions including, but not limited to, adoption of rules regarding training of officers, provision of training courses in accordance with Iowa Code chapter 35B as amended by 1992 Iowa Acts, chapter 1075, section 2.

g. Permanently maintain records pertaining to the war orphans educational fund in accordance with Iowa Code section 35.7 as amended by 1992 Iowa Acts, chapter 1140, section 4.

h. Collect and maintain information concerning veterans affairs.

i. Provide information concerning veterans service records and veterans affairs data to authorized recipients in accordance with 801—Chapter 6.

j. Maintain alphabetical armed forces graves registration according to procedures as set out in rule 1.7(35A,35B).